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Reports-1
LB
5/9

Bi-Weekly Report Ending 30 April 1962
from
FORMS MANAGEMENT

1. Contributions

a. Tangible

- (1) Approved six new and seven revised forms.
- (2) One form made obsolete.

b. Intangible

- (1) Developed, coordinated, and approved, new Form No. 1930, "z/z Information," to be used as a two part, continuous carbon interleaved, marginally punched form for DD/P. This form will be completed on a Flexowriter and used for recording travel information extracted from documents. It will subsequently be destroyed after printing of machine listing.
[redacted]
- (2) Developed, and approved, the revision of Form No. 213, "Authorization and Processing for Shipment," used by the Office of Logistics for the purpose of providing shipping authorization for the movement of personal effects. [redacted]
- (3) Developed, and returned to DD/P for coordination, a proposed new form, titled, "Vehicle Log." This form will be used as a mileage and highway expense record (fees, tolls, etc.) of automotive travelers. This form will also be used as a supporting document attached to Form No. 22, "Travel Voucher" or Form No. 1164, "Claim for Reimbursement for Expenditures on Official Business." [redacted]
- (4) Met, and discussed, with [redacted] ADP, on relationship of Forms Management survey to upcoming ADP survey. He expressed an interest in seeing our findings. [redacted]
- (5) Designed three new and revised two Office of Security forms not involved in my study. [redacted]
- (6) The C/SRD has collected all forms (51) used by his Division. After meeting with him, and his Deputy, I started survey, discussing with supervisors, and employees, section by section, all forms used in case processing. I am also going over all types of cases i.e. overt, covert, EE & CC, etc. Three of the five sections in SRD have been surveyed. [redacted]

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- 25X1 (7) Met with [] Medical Staff, in connection with designing two new forms which resulted from the move to Headquarters. I also revised their "Laboratory Report."

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- 25X1 (8) Met with [] Telephone Section, OL, and [] ADPD, on the development of an IBM form to be used by Administrative Officers in collecting "Red Line" telephone numbers. A separate telephone book with only these numbers will be published in June for Headquarters personnel by direction of []

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2. News

- 25X1 a. [] returned to his desk on the 26th after completing the eight day Records Management Seminar at National Archives.
- b. The Area Records Officers were advised, at meeting held on the 18th, of the final results of the Forms Improvement Workshop.
- c. The number of currently active CIA forms is 1555.
The number of other Agency forms being used remains at 208.
The combined total is 1763 forms.

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